# DELPHI Skills Assessment for AP Fed Admin DELPHI Controller

**Check** the response that best matches your experience.  **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

| Skills | Does not apply to my job | I don't know how | I need help | I can do with written steps | I can do with some help | I can do without help | I can explain what I am doing | I can teach someone else |
|---|---|---|---|---|---|---|---|---|
| **Basic Navigation** | | | | | | | | |
| **Reports** | | | | | | | | |
| Run due date calculation report | | | | | | | | |
| Run federal vertical transfer to GL report | | | | | | | | |
| Run disbursements in transit voided checks report | | | | | | | | |
| **Holds** | | | | | | | | |
| Place holds on scheduled payments | | | | | | | | |
| **Payments** | | | | | | | | |
| Verify Treasury payments have been recorded and confirmed | | | | | | | | |
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